



Facility Use Administrator

Part-Time Permanent Position

20 Hours per Week

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 11 services across 5 campuses.

We are looking for a **Facility Use Administrator** to join us on this exciting journey God has us on.

If you have a heart for using your skills and abilities to make a difference in people lives, and are excited about how your experience can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Primary Duties and Responsibilities:

- Create balanced, fair and logical access to our spaces and resources for all ministries of CSC.
- Understand and incorporate insurance and CSC's Policy to Protect requirements to facilitate the best use of our facility.
- Participate in execution of annual Strategic Ministry Plan (SMP) to facilitate the best use of all CSC facilities on an annual basis.
- Support the creation of our Annual Calendar each year.
- Review all booking requests, determining conflicts to support the bookings manager.
- Attend SMP booking meetings to understand operational needs for the coming ministry season.
- Coordinate all aspects of the rental process with external groups.
- Gather information on each event to achieve excellence.
- Schedule and update external events in the booking system.



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- Serve as liaison with clients on event related matters including meeting outside groups in person to tour the facility, being at their first event and being their main contact for contract and event planning oversight.
- Coordinate resources appropriate to the event to facilitate a high-quality event.
- Paperwork including reviewing contracts and collecting insurance policies.
- Room management.
- Ensure accuracy and integrity of booking system data.
- Confirm space request approvals in booking system for all locations.
- Regularly updating room use expectations and equipment stored in the room based on key and secondary stakeholders using the room each ministry season.
- Create and revise room layouts including updating standard set-up each ministry season based on use from the SMP process.
- Work closely with the Tech and Custodial teams to best support ministry needs within each ministry season.
- Work closely with the Bookings and Custodial Manager to support the facilities team overall and provide vacation relief and support.
- Booking system oversight and programming.
- Custodial Team administrative coordination.
- Prepare shift schedule for review by the Bookings and Custodial Manager.
- Establish daily task sheets for review by the Bookings and Custodial Manager. (Monday.com)
- Schedule regular training and onboarding of new employees.
- Track training progress and keeping up to date records for each custodian.
- Facility operations team support in financial check request process.

Core Skills/Experience:

- Exhibits professionalism, conscientious work ethic, teachability, and accountability.
- Able to exercise patience, discernment and wise judgement.
- Exceptional ability to maintain organized records and ensure efficient workflows.
- Meticulous in handling documents and maintaining processes.
- Strong attention to detail and an eye for excellence.
- Strong administrative skills and ability to take direction and follow through on priorities as set by the Facility Use Manager.
- Ability to communicate effectively with supervisors and team members to report issues and receive instruction.



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- Advanced proficiency Microsoft Word, PowerPoint, Excel and Outlook.
- Experience using booking software.
- Dedicated to excellence.
- Experience in discovering and developing volunteers.
- Excellent communication skills.
- Exceptional organizational and time/self-management skills.
- Possess a strong curiosity to learn and ask crucial questions.
- Excellent interpersonal skills and ability to respectfully deal with conflict using the principles set out in Matthew 18.
- Flexible and adaptable.
- Ability and/or experience of working in a collaborative team environment.
- Ability to problem-solve/troubleshoot “on the fly.”
- Detail-oriented and ability to complete tasks quickly and effectively.
- Add any others from position profile.

Qualifications:

- Understand, support and live out CSC’s membership covenant and statement of faith.
- Be a model to others of what it means to be a fully devoted follower of Christ.
- Willingness to commit to and uphold CSC’s Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement and Staff Expectations.

If this sounds like you, we want to hear from you! Please apply by completing our CSC Employment Application [CSC Employment Application](#), sending it along with your resume and cover letter to careers@cchurch.ca